

Call to Order: Mr. Tomasic

Pledge of Allegiance: Mr. Porco

Roll Call:

Mr. Burleigh	present	Mr. Erbeldinger	absent
Mr. Karas	absent	Mayor Porco	present
Mr. Kiley	present	Janet Sullivan, Tax Collector	absent
Ms. Sowiski	present	Stephen Korbel, Solicitor	present
Mr. Tomasic	present	David Gilliland, Engineer	present
Ms. Wood	absent	Steven Morus, Manager	present

Vice President's Report: Mr. Tomasic

No report

Mayor's Report: Mayor Porco

The Mayor reported on the hay ride, Halloween, and the farmer's market. Over 800 people participated in the Hayride. He thanked the Chief and all other borough people who helped with the event. The final Farmer's Market Day is coming up for the year.

Mr. Gilliland arrived during the Mayor's report

Mr. Tomasic also thanked the manager, Chief of Police and Mayor for their work tirelessly on the hay ride.

Tax Collector's Report: Ms. Sullivan

No report

Chief of Police Report: Chief Williams

Chief Williams provided a report of activities for the past month. He also thanked the Mayor for his work during the hayride over the past several years both as Mayor and as a volunteer.

The Chief asked all to be careful during Halloween trick or treating, noting there are often parties but all should take care during the hours of 6 PM – 8 PM.

Fire Chief's Report: Chief Theilacker

No report

Woodland Hills EMS Report: Chief Mastandrea

No report

Solicitor's Report: Mr. Korbel

Mr. Korbel noted two items

Reported on the EPI Building and we have a hearing date, Thursday Dec. 10 on the non traffic citations

Also his office submitted the subdivision application for this property to the borough and it will be before the planning commission this month and then to council

Announced we will have an executive session following this meeting to discuss litigation and other appropriate legal issues.

Wilkesburg Penn Joint Water Authority Report: Ms. Broz

No report

Public Comment – Agenda Items

At this time, citizens may address council on any issue appearing on today's agenda. Only residents and taxpayers of the Borough of Forest Hills will be permitted to address council. Comments on non-agenda items will be taken at the end of tonight's meeting. Speakers will be permitted to speak for a maximum of 5 minutes. Groups of people will be required to designate a spokesperson to represent them before council who may speak for a maximum of 10 minutes. Citizens are asked to use the microphone at the speaker's stand, clearly state their name and address for the record and keep comments brief and to the point. Please spell the name for the record.

Marilyn Gelzhiser, 14 Hawthorne Road – She is a member of the planning commission. She discussed the move of the borough building to Greensburg Pike. She feels there hasn't been enough information about this topic before the public.

Mr. Kiley responds that at every Borough Property Committee meeting for the last year at a minimum, or at Committee of the Whole it has been discussed and at business meetings over the course of the past year; there was a public information session the last Saturday in September. Additionally there was an article in the Tree City Times.

We are doing our absolute best at being as transparent as possible. He invites her to come to the next borough property meeting.

She responds that she would like to do that. But asks if a decision has been made.

Mr. Tomasic comments that yes the decision has been made, that everything has been in discussion for over the past year in public meetings.

Brian Kurtz, 313 Barclay Ave. – spoke re: the borough building move and sale of this property. He comments the business district in Forest Hills has been in decline, and he believes that a new building on Greensburg Pike would be detrimental to that. He asks that council table this decision to allow for more public process.

Committee Reports:

PUBLIC WORKS COMMITTEE

Ms. Sowiski

Motion: Motion to authorize the engineer to begin design and prepare specifications for bidding sewer work.

Moved: Ms. Sowiski
Second: Mr. Kiley

NOTE: see engineer's report below for information.

Roll Call Vote:	Mr. Burleigh	yes
	Mr. Kiley	yes
	Ms. Sowiski	yes
	Mr. Tomasic	yes

Motion: Motion to authorize the foreman to arrange the lease/purchase of a 2016 Dodge 4WD dump truck with snowplow from TriStar Motors for chassis and body from Imperial Body Co. via the CoStars purchase program in the amount of \$75,147.00 through a 5 year lease agreement with KS State Bank at 3.120% interest and including a down payment of \$20,000 and annual payment of \$12,270 over the 5 year period.

Moved: Ms. Sowiski
Second: Mr. Burleigh

NOTE: Old truck 70 will be sold outright once the new one is in service. KS State Bank offered the best rate of several banks checked.

Roll Call Vote:	Mr. Burleigh	yes
	Mr. Kiley	yes
	Ms. Sowiski	yes

Mr. Tomasic yes

General Report:

1. The borough engineer submitted the following report to the committee:

Public Works Committee

A. 2015 Sewer Significant Deficiency Repairs

The lining of two sections of sewer behind houses on Forest Hills Road has been awarded. The pipe has been televised and lining will be underway the week of October 5th.

B. Sewer Work near new Municipal Building Site

DPW has informed us of several sewer issues near the new municipal building site. On Barclay Avenue between Perry Street and the Plaza driveway both the sanitary and storm sewers (338 feet each) need lined. The estimated cost of this work is \$30,000. Council could also consider adding this work to the liner project currently under contract on Forest Hills Road. On Avenue F just after the bend in the road behind the plaza there is a 427 foot section of sanitary sewer that is relatively flat. DPW periodically flushes the line but with additional flow from the new building, it is recommended the pipe be relocated and dug deeper to improve the slope of the pipe. The estimated cost of this work is \$65,000. At this time we are asking for authorization to begin design so that the projects may be advertised in November.

C. CD 41 Grant

We will be demolishing 16 Kenmore Avenue under this program this year. The project can be advertised for bid after the County issues Grant Agreements to the TCVCOG.

D. Interim Consent Decree

Acceptance of the Interim Consent Order is recommended, pending approval of the document by the Solicitors group. Action on this matter should be taken at the November meeting.

E. CD 42 Pre-Applications

A Pre-application has been submitted to demolish 109 Berkley Avenue next year.

2. The committee reviewed the following updates from 3 Rivers Wet Weather on sanitary/stormwater issues:

October 2015 Update:

Last month's Manager's Minute summarized the discussions regarding the proposed interim consent orders as of the end of August. Since then the Core Municipal Solicitors Group has proposed specific language changes to the latest DEP draft of the separate system orders. As most of these changes are to the boiler plate language, they will also modify the combined system consent orders as well. A small group of the core solicitors met with DEP Regional Council Bruce Herschlag and DEP Clean Water Program Manager Chris Kriley on

September 27 to discuss changes and roll-out schedule for the final consent orders. The current intent is for DEP to transmit the orders to the municipalities in the second week of October and they will extend the signing date to still provide municipalities two meeting cycles to approve.

A full solicitor's group meeting is also being planned for that week to review the proposed consent orders.

3. The foreman reported on tentative work planned for October (other than normal maintenance work and Chalfant work and depending on weather):

- Install French Drain pipe on Pacific – 400 Block
- Sweep all streets
- Patch roads & alleys
- Paint lines
- Leaf collection begins
- Crack sealing various roads with hot tar
- Prep equipment for snow removal season

FINANCE COMMITTEE

Mr. Kiley

Motion: Move to approve payment of bills for the month of September in the following amounts:

General Fund Budget:	\$ 628,938.25
Corrective Action Budget:	\$ 239,637.83
Fire Protection fee	\$ 45,246.45
Road Improvements	\$ 37,057.14
Parks Grant	\$ 44,480.63
Tennis Courts	\$ 3,270.00
Industrial Sites ReUse Grant	\$ 10,214.91

Moved: Mr. Kiley
Second: Mr. Burleigh

Roll Call Vote: Mr. Burleigh yes
 Mr. Kiley yes
 Ms. Sowiski yes
 Mr. Tomasic yes

Detail of Non-General Fund Items:

Corrective Action Budget: Engineering, truck repairs, ALCOSAN bill

Fire:	Utility bills, exterior work, Foreign Fire pass through
Road	Engineering costs, paving work

General Report:

1. The manager provided a first draft of the 2016 budget for review by members. Members are asked to consider any changes and submit them to the manager as soon as possible. The manager reminded all that budgeting is not a science and there are many variables that may affect it. The budget is also a plan for spending but not a guarantee since spending depends on how successful we are in predicting expected revenues. Budget preparation continues in the November finance committee meeting where council will consider a preliminary budget for approval at the November business meeting. Council will also consider a tax credit paid for by remaining escrowed real estate tax funds similar to the credit this year. Meetings are open to the public.
2. The manager reviewed several budget statistics re: the swimming pool with members and discussed the source of the leak problem at the pool. Council asked that the recreation board review admission costs to determine if any should be increased to offset the cost of repair work. Also, council asked the rec board and manager to determine if a pool consultant could be hired to review the pool and determine all the problems there before the borough spends additional capital funds on any repairs. Discussions will continue here or in borough property in the next several months.
3. An audit of utility billing by staff found several accounts that have not been billed for trash, fire and/or sewage and council asked that staff contact the property owners to work out arrangements for payment.

BOROUGH PROPERTY

Mr. Kiley

Motion: Move to authorize the solicitor to prepare and advertise an RFP (request for proposals) for the sale of borough property at 2071 and 2065 Ardmore.

Moved: Mr. Kiley
Second: Mr. Burleigh

Mr. Kiley comments that he understands the concerns of those who spoke earlier tonight. This is an ongoing process—any offers that we receive for this property we are not necessarily going to accept if they do not meet our criteria. Our intention with the sale of this property in particular is to improve this commercial district by attempting to get this property developed as a commercial property.

Roll Call Vote:	Mr. Burleigh	yes
	Mr. Kiley	yes
	Ms. Sowiski	yes
	Mr. Tomasic	yes

General Report:

1. The Committee reviewed the following report from the borough engineer:

Borough Property

A. Main Park GTRP Grant Project

All work has been completed.

B. Walking Trail Map

This map has completed and submitted to the borough office and Cindy Simm for inclusion in the next issue of the Tree City Times.

2. The manager provided suggested alternative language for facility rental contracts and asked that members review and discuss at the November or December meetings.
3. Mr. Theilacker noted that the crew will begin to prepare the parks for winter during October and November.
4. Mr. Kiley reported on the recreation board meeting for October and noted the discussion of the swimming pool, admission costs, use of the pool by nonresidents and other items. He praised Ms. Simm for the statistical summary she presented to members of the board.
5. We anticipate that the architect will attend the November meeting to discuss the schematic design for the new borough building.

PUBLIC SAFETY

Mr. Burleigh

Motion: Move to approve the job description for the Safety Committee Chair position.

Moved: Mr. Burleigh
Second: Mr. Kiley

Voice Vote – all in favor

Motion: Move to authorize the solicitor to prepare and advertise an ordinance establishing snow emergency routes on several borough streets and parking regulations during snow storms on cul-de-sacs.

Moved: Mr. Burleigh
Second: Mr. Kiley

Voice Vote – all in favor

Motion: Move to approve Ordinance no. 1050, amending Chapter 6 of the borough's code of ordinances to add part 9, to prohibit loitering in or upon private property and public places located within the borough.

Moved: Mr. Burleigh
Second: Ms. Sowiski

Mayor Porco comments that this ordinance came about per my request with the police chief's input as a means of deterring some of the petty vandalism that's been going on in the area and parks where our children play. So having that on the books gives us the opportunity to disburse crowds of kids, that when they loaf they tend to get into trouble. So I'd like to thank the Public Safety Committee for getting this on the agenda.

Roll Call Vote: Mr. Burleigh yes
 Mr. Kiley yes
 Ms. Sowiski yes
 Mr. Tomasic yes

Ordinance title reads as follows:

AN ORDINANCE OF THE BOROUGH OF FOREST HILLS,
ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING
CHAPTER 6 OF THE FOREST HILLS BOROUGH CODE OF
ORDINANCES, CONDUCT, AS AMENDED, BY ADDING A
NEW PART 9 ENTITLED "LOITERING" TO PROHIBIT
LOITERING IN OR UPON PRIVATE PROPERTY AND
PUBLIC PLACES LOCATED WITHIN THE BOROUGH.

Motion: Move to approve purchase of a new 2016 Ford police utility vehicle at a cost of \$35,158 with the current 2010 Ford Crown Victoria removed from the fleet as a trade in.

Moved: Mr. Burleigh
Second: Mr. Kiley

Mr. Tomasic comments that our policy is as follows, that whenever you purchase a new vehicle, before it is obtained you must get rid of the other one. And that has to be done, so we don't hold onto these vehicles hoping that someone will purchase them down the line.

Roll Call Vote:	Mr. Burleigh	yes
	Mr. Kiley	yes
	Ms. Sowiski	yes
	Mr. Tomasic	yes

General Report:

1. Members reviewed continuing noise issues related to Hosanna House rentals with the Chief.
2. Members continued to discuss the need for establishing several snow emergency routes in the borough to ensure that crews could safely clean snow in an emergency without vehicles parked on those streets. (see motion above)
3. Mr. Tomasic reported on work done to the exterior of the fire department building and a meeting he had with Bob Full of the department.

OPERATIONS & POLICY

Ms. Sowiski

Motion: Move to approve the minutes from the September 16, 2015 council meeting.

Moved: Ms. Sowiski
Second: Mr. Burleigh

Voice Vote – all in favor

Motion: Move to approve resolution no. 1158 establishing guidelines for appointed boards and committees.

Moved: Ms. Sowiski
Second: Mr. Kiley

Note: Full resolution attached to this agenda

Resolution title reads as follows:

A RESOLUTION OF THE BOROUGH OF FOREST HILLS,
ALLEGHENY COUNTY, PENNSYLVANIA, ESTABLISHING
GUIDELINES AND PROCEDURES FOR APPOINTED
BOARDS AND COMMITTEES.

Roll Call Vote:	Mr. Burleigh	yes
	Mr. Kiley	yes
	Ms. Sowiski	yes

Mr. Tomasic yes

Motion: Move to authorize the manager to advertise any open positions and positions set to expire in early 2016 on borough boards and committees and contact those who currently hold the position to determine if they are interested in reapplying for the positions.

Moved: Ms. Sowiski
Second: Mr. Kiley

Voice Vote – all in favor

Motion: Move to authorize the manager, foreman, and code officer to advertise for bids for tree removals and pruning for 2016 with bids to be opened at the Tree and Shrub committee meeting in November.

Moved: Ms. Sowiski
Second: Mr. Burleigh

Voice Vote – all in favor

Motion: Move to authorize the manager to send a letter or email to Waste Management accepting the option year for trash and recycling collection services for 2016 with the base rate increasing from \$14.07 per unit per month to \$14.43 per unit per month.

Moved: Ms. Sowiski
Second: Mr. Kiley

Roll Call Vote: Mr. Burleigh yes
 Mr. Kiley yes
 Ms. Sowiski yes
 Mr. Tomasic yes

General Report:

1. The borough continues to seek volunteers for the 2019 Centennial Committee. A separate committee is important for planning, organization and fund raising purposes. Please contact the office if interested. The centennial celebration tentatively will coincide with the 2019 Community Day event.
2. The borough continues to seek volunteers to serve on various boards and committees and asks interested residents to contact the manager at the borough office for further information. A number of vacancies remain.

3. The manager noted that he issued a memo to all employees re: prohibiting smoking in all borough buildings. This is a state law as well as borough policy.
4. The manager noted that the borough's health insurance broker, MBS, notified the borough of various choices available for health care plans in 2016. Because the plans are subject to collective bargaining he signed off on the plans that have been approved by that process since we do not have the flexibility to consider other options.

PLANNING & ZONING

Mr. Burleigh

Motion: Motion to approve resolution number 1159 designating certain properties as blighted and identified for demolition.

Moved: Mr. Burleigh
Second: Mr. Kiley

NOTE: see engineer's report under public works for information.

Roll Call Vote: Mr. Burleigh yes
Mr. Kiley yes
Ms. Sowiski yes
Mr. Tomasic yes

Motion: Move to approve resolution number 1160 authorizing the director of the Turtle Creek Valley Council of Governments to apply for Community Development Block Grant funds in the amount of \$8,000 for the demolition of properties identified by the code enforcement officer.

Moved: Mr. Burleigh
Second: Ms. Sowiski

NOTE: see engineer's report under public works for information.

Roll Call Vote: Mr. Burleigh yes
Mr. Kiley yes
Ms. Sowiski yes
Mr. Tomasic yes

General Report:

1. Members reviewed code enforcement activities with code officer Don Branzel and briefly discussed the status of the Silversmith property.
2. The solicitor reported on actions taken regarding the condition of the EPI Building and fence at Ardmore and Braddock.

3. Members asked the manager to contact Mr. Silversmith, the owner of the former research center property, a second time to ask if he would reconsider donating the property to the borough along with the atom smasher.

Old Business:

None

New Business:

None

Public Comment – Other Items

At this time citizens may address council on any issue. Only residents and taxpayers of the Borough of Forest Hills will be permitted to address council. Speakers will be permitted to speak for a maximum of 5 minutes. Groups of people will be required to designate a spokesperson to represent them before council who may speak for a maximum of 10 minutes. Citizens are asked to use the microphone at the speaker's stand, clearly state their name and address for the record and keep comments brief and to the point. Please spell the name for the record.

Brian Kurtz, 313 Barclay Ave. Thank you for providing the opportunity to speak. One thing about EPI, he hopes that it will become public in the future about the status of that property and what is going to happen. It is a perfect example of undeveloped property. He thinks there is a lot of undeveloped property in the borough, and also discussed paving of streets and installing asphalt curbs vs. concrete curbs. He thinks that the curbs should remain concrete curbs rather than asphalt. He believes it is a disservice to the community to not replace the concrete curbs. He asked if the Community Development Committee is something that still meets regularly. He expresses interest in being a part of that. He thinks more could be done to attract new businesses to the community.

Mr. Tomasic responds that the Community Development Committee no longer exists. Mr. Kurtz nominates himself to become a member of the planning commission if there is a vacancy. Mr. Morus says he will need a letter of interest and a resume or brief bio sometime in January, from Mr. Kurtz. Mr. Kurtz says he is not asking to reconsider moving, but asks Council to take a step back and put what you have been discussing in Committee meetings and at council and show that there is some data that it is more economically viable to build a new building and relocate borough services and the police rather than renovating the present property. He also comments that a lot of residents, and family and friends of his are unaware that we are talking about a new building.

Adjourn: Motion to adjourn or adjourn by acclamation

Moved: Mr. Kiley
Second: Mr. Burleigh

Voice Vote

- Next Scheduled Council Meeting: November 18, 2015 beginning at 7 PM
- Next Scheduled Committee Meetings (order to be determined): Thursday, November 5, 2015 – Borough Property, Operations & Policy, Public Safety, Public Works. Tuesday, November 10, 2015 – Finance, Planning & Zoning, Committee of the Whole. Council may choose to meet as a whole on these dates and conduct business if necessary. Meetings begin at 7 PM.

Attachment – Proposed resolution with attachment

OFFICIAL

**BOROUGH OF FOREST HILLS
RESOLUTION NO. ******

A RESOLUTION OF THE BOROUGH OF FOREST HILLS,
ALLEGHENY COUNTY, PENNSYLVANIA, ESTABLISHING
GUIDELINES AND PROCEDURES FOR APPOINTED
BOARDS AND COMMITTEES.

WHEREAS, the it is borough council's responsibility to appoint members to a number of boards and committees including Planning Commission, Zoning Hearing Board, Recreation Board, Civil Service Commission, Environmental Advisory Council, Tree & Shrub Committee, Neighborhood Crime Resistance Committee and others that may be established from time to time; and

WHEREAS, council recognizes that it is important that new members understand the duties and responsibilities of a board or committee to which they are appointed; and

WHEREAS, council wishes to establish duties, procedures and responsibilities in writing to guide and assist new members in their duties in conjunction with previously established ordinances, resolutions, rules and policies and any and all relevant state laws; and

NOW, THEREFORE, the Council of the Borough of Forest Hills hereby resolves as follows, incorporating the above recitals by reference:

SECTION 1. Guidelines in Attachment A are hereby established as borough policy.

SECTION 2. Guidelines shall be distributed to all members of established boards and committees accompanied by duties and rules established in existing and any future related ordinances, resolutions, rules and policies and any and all relevant state laws to assist existing and new members in undertaking their duties.

SECTION 3. A full set of these Guidelines will be distributed to each new member upon appointment and to all newly elected officials to assist them in understanding the scope and duties of each committee and board.

SECTION 4. This Resolution shall take effect upon adoption.

RESOLVED and **ADOPTED** this 21st day of October 2015, by the Council of the Borough of Forest Hills in lawful session duly assembled.

FOREST HILLS BOROUGH

ATTACHMENT A

Guide to Board Membership in Forest Hills Borough

GENERAL (updates to these guidelines will be made as needed. Consult with the borough manager for any updates or changes following the date of publication of these guidelines)

- All appointed boards, with the exception of the Zoning Hearing Board, are advisory. Ultimate authority for all borough matters rests with council. Authority to operate as a borough is established by the PA Borough Code. Meetings are used to provide advice to council and no board may take action on items or establish policy without the review and consent of borough council.
- All meetings of appointed boards are subject to advertising requirements established by the state. This means that meetings must be advertised at least 24 hours in advance in a newspaper of record (*newspaper of record determined by council*).
- All meetings of appointed boards must be open to the public and members of the public must be provided with the opportunity to address the board within limitations established by state law.
 - Board members should be aware of and familiar with the Sunshine Law and its provisions for holding public meetings and provisions that may permit an executive session outside of public view.
 - The reasons for holding an executive session involve personnel matters, labor negotiations, purchasing real estate, litigation, and confidential information under the law. In most cases, advisory boards shall not hold an executive session as the powers noted in these reasons are council's and not within the duties of an appointed board.
- Members' actions and deliberations are subject to the Right to Know law in that records of deliberations, minutes, discussions, documents, etc. may be requested by the public under borough resolution 1078 and state law.
 - Emails and similar documents wherein official business is discussed or considered may be subject to the Right to Know law including such discussions via private email accounts.
- Boards do not oversee the duties of borough employees nor direct their activities and may only offer a review of potential candidates for employment along with their duties at the specific direction of borough council. Borough employees report directly to the borough manager.

MEMBERSHIP

- All board members are appointed by borough council for a specific term
- If a vacancy occurs, an appointed board may recommend a candidate to council though council may be required to advertise the vacancy to all borough residents in seeking to fill the position
- Board membership, terms and the size of the board may be established by state law or borough ordinance with state law taking precedence.

BOARD OPERATION

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- All boards shall appoint a Chair or President
 - All boards shall create minutes of official meetings and submit those minutes to council via the borough manager. The Sunshine Act specifies:
 - Agencies are required to keep written minutes of all open meetings. Those minutes must include the following:
 - 1) The date, time, and place of the meeting;
 - 2) The names of the members present;
 - 3) The substance of all official actions, and a record by individual member of the roll call votes taken; and
 - 4) The names of all citizens who appeared officially and the subject of their testimony.
 - The Sunshine Act broadly defines an “agency” to include the governing body and all committees authorized by the governing body to take official action or render advice on agency business
 - Attendees at public meetings are permitted to take their own notes.
 - If a board member or member of the audience is recording a meeting, they must follow established council rules.
 - All boards must advertise their meeting dates, times and locations in advance in a newspaper of general circulation and must post the meeting schedule at the main office and/or the location where the meeting will take place
 - The manager will advertise all meetings for a calendar year in advance.
 - Changes to meeting schedules must be advertised if a meeting is moved or a meeting date added. If a meeting is cancelled such cancellation should be posted in advance on the exterior door of the meeting location and otherwise communicated if a resource to do so is available.
 - A minimum of 24 hours’ notice is required to advertise a meeting or a meeting change.
 - Duties for a board may be established by council via an ordinance or resolution or by motion or simple written directive from a majority of council. The Zoning Hearing Board duties and Planning Commission duties are established by the PA Municipalities Planning Code which will take precedence over a council directive, ordinance, etc.
 - Council may appoint one of its members as a representative to a board/committee who may attend meetings and deliberations. Council or the manager may appoint a borough employee to staff board meetings as a representative to the board on behalf of the manager.

THUMBNAIL DUTIES OF BOROUGH BOARDS (length of terms shown may depend on whether a member was appointed to fill a vacancy; terms are typically scheduled to begin March 1 of the year of appointment).

CIVIL SERVICE COMMISSION - Consists of 3 commissioners appointed to 6 year terms who are borough residents and are responsible for arranging and supervising the examination process for candidates for employment by or promotion in the borough's police department. Meets as required.

ENVIRONMENTAL ADVISORY COUNCIL - Meets monthly. Consists of 5 to 7 members with 5 year terms. Their duties are:

1. Review environmental impact statements submitted with all plans for development in the borough (including duties related to subdivisions and conditional use as required) and
2. Coordinate the borough's storm water management program by attendance at meetings or training programs & by conducting educational programs to encourage proper storm water management practices and
3. Maintain and oversee the bird & wildlife sanctuary on Woodside Road, near Wilkins Road. Established by borough ordinance 1022 and
4. Provide advice to council on parks and green space (*see also Recreation Board and Tree & Shrub Committee duties; see also Planning Commission Duties and Zoning Hearing Board duties*)

NEIGHBORHOOD CRIME RESISTANCE COMMITTEE - Exists to promote crime resistance techniques and programs in the borough and to educate residents on improving public safety. Meets several times a year. Maximum number of members is 7 residents appointed to 2 year terms.

PLANNING COMMISSION - Created by borough council as established under the PA Municipalities Planning Code (MPC). Duties may include preparation and monitoring of the comprehensive plan and review of development plans among others. The commission is an advisory body to council in these and any other planning matters established by council. Meets 10 times each year with special meetings scheduled as necessary. Membership includes a maximum number of 7 appointed to 4 year terms. Alternate members may be appointed as well. (*See also Environmental Advisory Council and Zoning Hearing Board duties, both of which may intersect with Planning Commission duties; may involve consultation with Tree & Shrub Committee on certain land development issues*).

RECREATION BOARD - Meets 10 times each year with a maximum of 9 members appointed to 5 year terms. Advises council on all recreation matters and, with council approval, is empowered to promulgate suitable regulations not inconsistent with the provisions of the borough's code of ordinances for the governance, operation and use of the parks, including the imposition of reasonable user fees and security deposits (*see also Environmental Advisory Council and Tree & Shrub Committee duties*).

TREE & SHRUB COMMITTEE - Meets 10 times each year. Responsible, subject to the approval of Council, for the supervision and administration of the shade tree and decorative shrubbery program of the Borough on public streets and Borough property, including all parks, playgrounds, waiting stops, the municipal building and other Borough owned property. Consists of 6 members appointed to 3 year terms; arborist serves as an ex officio committee member (*see also Environmental Advisory Council and Recreation Board duties; may be asked to advise on related land development issues*).

ZONING HEARING BOARD - Conducts hearings and makes decisions on various zoning appeals and variance requests as outlined in the PA Municipalities Planning Code (MPC). The board operates as a judicial body independent of council. Meetings are regularly scheduled each month but held only when it has business to conduct. Special meetings are scheduled as necessary. The board consists of 3 members and 1 or 2 alternate members, each appointed to 3 year terms. *(See also Environmental Advisory Council and Planning Commission duties, both of which may intersect with Zoning Hearing Board duties).*

Note: in all descriptions here, use of "he" or "she", "his" / "her", etc. serves to represent both genders.

Adopted by resolution: October 21, 2015

To be accompanied by relevant sections of ordinances, resolutions, policies, rules and state law for each board.